

The Human Resource Office is responsible to Plan, Direct and Administer the Human Resources Program for all full-time National Guard personnel to include Non-Dual status (NDS) (aka Competitive) Technicians, Dual Status (Excepted) Technicians in both the ARNG and ANG, and support personnel in Active Guard Reserve (AGR) status in both the ARNG and ANG. In total, we provide support for a FTUS population in excess of 3,370 individuals, the largest and most geographically dispersed in the nation's National Guard inventory.

Human Resource Officer

Is the primary staff advisor to the State Adjutant General, staff elements, and operating officials on matters pertaining to work force and personnel management. The HRO is responsible for the personnel management of all employees engaged in a variety of jobs under the Federal Wage System (FWS); General Schedule (GS) pay systems and AGR Soldiers.

The HRO has five sections that accomplish these responsibilities. They are:

Supervisory Personnel Management Specialist (SPMS)

Information Systems Manager (ISM)

Labor Relations Specialist

AGR Manager

Equal Employment Manager

1. Deputy Human Resources Officer

Has five areas of responsibility, they are Staffing, Classification, Services, Budget and Employee Development. Position management documents; provides planning, policy, technical and administrative direction to supervisors/managers; is responsible for initiation, publication and implementation of direction pertaining to all full-time personnel; gives advice regarding career planning to technicians, supervisors/managers; develops State Personnel Management evaluation (PME) procedures and oversees implementation. Manage the Technician State Operating Budget, which is in excess of 70 million dollars.

a. Staffing

Is responsible for Merit Placement; recruitment and placement; priority placement; lateral transfer requests; technician/military compatibility; develops position qualification requirements; position announcements; locates position applicants; develops candidate evaluation criteria; evaluates candidate eligibility; coordinates candidate selection activities; and coordinates permanent change of station (PCS) for technicians.

b. Classification

Is responsible for Classification appeals; desk audits; position descriptions and appeals; statements of differences; position description requests; classification surveys; hazardous duty pay (HDP); environmental differential pay (EDP).

c. Customer Service Is responsible for Death and disability benefits; retirements; entrance and exit briefings; personnel actions; severance pay; Workman's Compensation; leave; enforcing the Privacy Act; health and life insurance matters; Incentive Awards (SSP/QSI) Program; Suggestion Program; administers the Performance Standard Appraisal System and Thrift Savings Plan benefits. Maintains Official Personnel Folders.

d. Budget Analyst

Reviews, evaluates and analyzes obligations and expenditures. Reviews prior and current budgets/funding trends, compiles funding projections and prepare recommendations. Monitors and tracks obligations and expenditures liquidated or not from monthly system reports. Recommends funding allocations and monitors expenditure to ensure allocations are being utilized as planned and not being exceeded. Serves as main point of contact for orders entry.

e. Employee Development

Is responsible for Quota Management Officer (PEC); identifying technician training needs; and technician training sources; Technician Training Funds Manager.

2. Labor Relations Specialist

Establishes and maintains effective relationships with labor organizations that represent Federal employees; negotiate and administers labor agreements and confers with labor organizations on behalf of the Adjutant General and agency management; provides guidance, consultation and staff assistance to management on a variety of labor relations matter. Currently administers five (5) labor contracts spread between three unions, the ARNG and ANG.

3. Equal Employment Opportunity and Equal Opportunity

Is responsible for Affirmative Action Plan; Equal Employment Opportunity (EEO) complaints administration and investigation; EEO training for supervisors/managers; staff assistance visits; Minority Employment Program (MEP); Technician Assistance Program (TAP). Alternate Dispute Resolution (ADR). In addition is responsible for the implementation of the National Guard Bureau Equal Opportunity Program at the State level. Conducts periodic analysis of the work force to identify underrepresented classes in the various occupations and military grades/ranks. Meets and consults regularly with employees and all levels of management to locate, define, and correct deficiencies or problem areas. Assists in the management of the State EEO complaints processing

system. Addresses groups regarding EEO policies, practices, and goals in the National Guard. Provides training to supervisors on preventing or remedying discrimination and may provide counseling to employees who feel they may have discrimination complaints. Collects and compiles statistical data, using the data as a basis for extrapolating recommendations on courses of action.

4. Active Guard Reserve Manager

Manages and provides oversight of the program for Army and Air soldiers in an Active Duty status; manages hiring, assignment, reassignment, discipline, and career development of AGR soldiers; coordinates tour continuation boards, control grade utilization, promotions, separations, and retirements of AGR soldiers; and acts as principle assistant to HRO on matters relating to AGR personnel and programs.

a. Sr. Military Personnel NCO

Develops and provides a career management program for enlisted AGR soldiers; coordinates command directed transfers, EPS vacancy fills, and advertised vacancies; provides advice and assistance to enlisted AGR personnel pertaining to career development; coordinates tour continuation boards; coordinates with the State Command Sergeant Major and Major Subordinate Commands on the assignment of senior AGR NCOs; and manages the AGR enlisted controlled grade allocation and usage.

b. Military Personnel AGR Staffing NCO

Provides advice on military position staffing matters; determines minimum qualifications requirements; develops candidate evaluation criteria; evaluates candidate eligibility and refers candidates for selection consideration; validates staffing guide requirements; develops AGR job standards in accordance with MOS regulatory guidance; coordinates AGR soldier retirements; provides advice to management on AGR military compatibility.

c. Military Personnel Relations/AGR Staffing Technician

Provides technical advice on ANG military position staffing matters; plans and administers the program for fill of Air AGR positions; determines minimum qualifications requirements; develops candidate evaluation criteria; evaluates candidate eligibility and refers candidates for selection consideration; coordinates with NGB for re-documentation of positions; validates staffing guide requirements; develops localized AGR job standards when required in addition to AFSC regulatory guidance; produces all ANG fulltime and temporary AGR orders for the state. Verifies AGR promotion eligibility. Assists in Controlled Grade management within the state.

d. Senior Personnel NCO

Processes admin orders, maintains STPA program, coordinates PMAR program, Maintains AOC/MOS qualification for AGR personnel. Coordinates training

requirements between HRO and MACOMS on training needs. Maintains the CSB/REDUX early retirement program for AGR soldiers. Operates as the organizational focal point of contact for personnel issues. Manages all AGR medical issues.

e. Personnel Relations NCO

Ensures required documentation for DD Forms 214 upon termination of active duty status; maintains a consolidated leave control log for the state; prepares all documentation for all board actions; assists in ATRRS and AFCOS orders processing.

f. Budget/Military Pay NCO

Researches and resolves pay problems for AGR officer and enlisted personnel; answers pay inquiries; reviews source pay documents for propriety, authenticity, accuracy, and completeness; verifies pay data against suspense items to ensure proper collections, entitlements and allotments; provides guidance and assistance to AGR personnel relating to pay actions; manages permanent change of station authorization and entitlement.

5. Information Systems Manager

Directs, monitors and controls operations and maintenance of the Defense Civilian Personnel Data System (DCPDS) Serves as a guide, advisor, interpreter and trainer for the HRO staff pertaining to DCPDS and oversees the quality control process and validation of data input by the HRO staff. Also provides computer inquiries to extract management data from existing files through DCPDS and any other available inquiry system for the HRO staff and/or other organizations.

Secretary/Receptionist

And of course, what office would be complete without the Secretary/Receptionist who, besides providing executive secretarial, personnel, and administrative support keeps everybody else on this list organized and productive!